

LACDMH Certification Process

LACDMH Certification Process Overview

The objective of the Los Angeles County Department of Mental Health (LACDMH) certification process is for contract providers to demonstrate the successful exchange of select information between the contract providers' respective eHR systems, and DMH's Integrated Behavioral Health Information System (IBHIS) using Client Web Services; and to submit, void, and replace contract provider claims successfully using EDI transactions.

The focus of this document is to walk you through the steps to complete the Client Web Services certification process. It also refers to the certification test scripts. The Client Web Services certification process will include: a) an initial technical validation to ensure successful data transmission to/from IBHIS; and b) business validation of the data content stored appropriately in IBHIS. Both of these steps must be successfully completed to become Client Web Services certified.

This document presents 14 Client web services test scenarios. Scenarios 1 thru 4 **must** be completed by all contract providers. These scenarios are designed to demonstrate that all Client Web Services functions are operational. Scenarios 5 thru 14 will demonstrate the ability to enter Client-related information necessary for claims submission. Only those test scenarios that are applicable to the contract provider need to be completed for scenarios 5 thru 14.

Although the Claims certification process has a dependency on the Client Web Services certification process, they are two distinct certification processes. Contract providers must attain **both** Client Web Services and Claims certifications in order to complete the LACDMH certification process.

Please refer to the *Claims Certification Testing Script* for details and instructions on the Claims certification process. This document can be found under the following link: http://lacdmh.lacounty.gov/hipaa/IBHIS_EDI_Certification.htm

The table below provides the steps to complete the Client Web Services certification process:

STEP	DESCRIPTION
Note: The test environment (known as QA) does not contain Practitioner NPI numbers created after January 2013.	
1	Complete Scenarios 1 thru 4. All scenarios must be completed. These scenarios will test all Client Web Services functions.
2	Complete Scenarios 5 thru 14. However, complete only those scenarios that are applicable to how your organization conducts business with DMH. These scenarios will test Client Web Services functions that send data to IBHIS required for eventual claims submission. NOTE: The information entered in Client Web Services scenarios 5 - 14 will be used for submitting test claims required for the Claims Certification process.
3	Validate and save the completed Client Web Services Certification Documents as-is in MS Word. Please check that the information entered by the LE on the documents is complete and accurate. Errors will cause delays in the certification process. Save your Client Web Services Certification document using the following naming convention: <i>WS_Certification_Scenario_#_<number>_<LENumber>_<LEName></i> .

STEP	DESCRIPTION
4	<p>Submit the completed Client Web Services Certification Documents (Scenarios 1 thru 4; and applicable Scenarios 5 thru 14) by uploading the documents in your secure IBHIS EFT “Certification” folder on the DMH server. NOTE: This is <u>NOT</u> the same folder as the IS EFT (SIFT) folder.</p> <p>For instructions on how to upload, please refer to the following document: http://lacdmh.lacounty.gov/hipaa/documents/IBHIS_Secure_File_Exchange_Instructions_v1_0.pdf</p> <p>A member of the DMH Client Web Services team will notify you within a few days of receipt of your Client Web Services certification documents.</p> <p>A team member will also be assigned to review your submission and track its progress through the Client Web Services Certification process.</p> <p>You will be notified when you have successfully completed the Client Web Services Certification process.</p>

Claims EDI:

Using the pre-requisite information entered in Scenarios 5 thru 14, 837-Claim-Files may be submitted after submission of the Client Web Services Certification document, and once you receive notification from DMH that you may start uploading your claim files. For more information, please refer to the 'Claims Certification Testing Script' found under:
http://lacdmh.lacounty.gov/hipaa/IBHIS_EDI_Certification.htm